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# **Westmorland Primary School**

## **Charges and Remissions Policy**

**Summer Term  
2025-2027**



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## **WESTMORLAND PRIMARY SCHOOL CHARGES AND REMISSIONS POLICY**

The following is a list of additional activities organised by the school which require voluntary contributions from parents. These activities are known as 'optional extras'. This list is not exhaustive:

- Visits to museums
- Activities which require transport expenses
- Outdoor adventure activities
- Visits to the theatre
- Residential school visits
- Musical events

### **Education partly during school hours**

Where an activity takes place partly during and partly outside school hours, there is a basis for determining whether it is deemed to take place either inside or outside school hours. However, a charge can only be made for the activity outside school hours if it is not part of the National Curriculum, not part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school and not part of religious education.

### **No-residential activities**

If 50% or more of the time spent on the activity occurs during school hours, it is deemed to take place during school hours. Time spent on travel counts in this calculation if the travel itself occurs during school hours. School hours do not include the break in the middle of the day.

Where less than 50% of the time spent on an activity falls during school hours, it is deemed to have taken place outside school hours. For example, an excursion might require pupils to leave school an hour before the school day ends, but the activity does not end until late in the evening.

### **Residential Visits**

Charges may be made for the actual board and lodging during residential school trips. The cost must not exceed the actual cost of the provision for the pupil. If the residential visit is to provide education directly related to the National Curriculum, we ask for voluntary contributions to cover the cost of entry fees and travel expenses.

No charge in respect of board and lodging will be made for pupils whose parent(s) or guardian(s) is/are in receipt of any of the following state benefits:

- Income Support,
- Income-based Job Seekers Allowance (IBJSA)
- Support under part VI of the immigration and Asylum Act 1999
- Child Tax Credit, providing that Working Families' Tax Credit is not also received and the family's income does not exceed £16,040 (as revised)
- The guaranteed element of State Pension Credit and



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- An income related employment and support allowance that has been introduced since October 2008.

## **Transport**

No charge can be made for:

- transporting registered pupils to or from the school premises, where the local education authority has a statutory obligation to provide transport;
- transporting registered pupils to other premises where the governing body or local education authority has arranged for pupils to be educated;
- transport that enables a pupil to meet an examination requirement when he has been prepared for that examination at the school; and
- transport provided in connection with an educational visit.

## **Nursery Sessions**

Additional nursery session fee is available at £15 per session. This can be booked one week in advance at the main school office.

## **Late Collection fees**

Children collected late from school will be put in a private provider run afterschool club if places are available. The fee for this is £15 for every 15 minutes you are late to collect after the school bell.

## **After School Sporting Clubs**

We use a private provider for afterschool sport. Sports Clubs run every night of the school year. From 1<sup>st</sup> September 2025 a contribution of £1 must be paid for every child attending the session. This will be paid at the time of booking with the private provider on their booking system. The school still heavily subsidises each club. After school clubs run by teachers will happen each term. These clubs remain free of charge.

## **Breakfast Club**

Breakfast club runs daily in the school hall from 7.45am. Last entrance is 8.20am. The charge is £2.50 per day, paid in cash to the Breakfast Club Manager.

## **Snack Money**

All Reception and Key Stage One children receive free fruit as their break time snack. Nursery and Reception also provide additional snacks for £1 per week. Bread and butter/crackers/a sweet treat is available to children in Years 1 to 6 for £1 a week. All snack payments should be paid on by Sunday night on ParentPay.



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## **Loss of School Books/Equipment**

Any loss of school equipment/ reading books will incur a £5 charge. This will be added to the parent pay account for the child.

## **Signing of Passport/ID documents**

The Headteacher will sign passport / official ID documents for a charge of £15.00, payable in cash, in advance, to the School Office.

## **Material and Ingredients**

Charges may be made for materials or ingredients required for practical subjects where parents have indicated in advance their desire to own the product.

## **Optional Extras**

Charges may be made for some activities that are known as "optional extras". Where an optional extra is being provided, a charge can be made for providing materials, books, instruments, or equipment.

### **Optional extras are:**

- education provided outside of school time that is not:
  - a) part of the National Curriculum;
  - b) part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school; or
  - c) part of religious education.
- examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school;
- transport that is not required to take the pupil to school or to other premises where the local authority / governing body have arranged for the pupil to be provided with education; and
- board and lodging for a pupil on a residential visit.

In calculating the cost of optional extras an amount may be included in relation to:

- any materials, books, instruments, or equipment provided in connection with the optional extra;
- non-teaching staff;
- teaching staff engaged under contracts for services purely to provide an optional extra, this includes supply teachers engaged specifically to provide the optional extra; and the cost, or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, where the tuition is an optional extra.

Any charge made in respect of individual pupils must not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. It must not



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therefore, include an element of subsidy for any other pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge.

In cases where a small proportion of the activity takes place during school hours the charge cannot include the cost of alternative provision for those pupils who do not wish to participate. Therefore, no charge can be made for supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. Parental agreement is therefore, a necessary pre-requisite for the provision of an optional extra where charges will be made.

### **Examination Fees**

- (i) Where a student has not been prepared for a public examination by the school, the Governing Body may make a charge for the cost of entering the student for the examination if previously agreed by the parents. Entries to non-prescribed examinations, whether or not prepared by the school, will also be charged
- (ii) If a student fails without good reason to complete the examination requirements for any public examination for which the school has paid (or is liable to pay) an entry fee then the Governing Body may recover the fee from the parent.
- (i) Examination re-sits(s) if the pupil is being prepared for the re-sit(s) at the school cannot be charged for. However, if the pupil fails, without good reason, to meet any examination requirement for a syllabus, the fee can be recovered from the pupil's parents.

### **Damages and Losses.**

Charges may be made for the cost of repairing or replacing any damaged property or item resulting from a pupil's inappropriate behaviour.

Charges may be made for the cost of replacing any property or item which has been loaned or hired to a pupil and not returned.

### **Remissions.**

The discretion to remit in whole or in part any charge, which may be made by the school, has been vested in the Headteacher.

Remission may be made on the grounds of educational considerations with regard to both the pupil and the school needs.

Under the Act no charges may be made for activities which form part of the syllabus for a prescribed public examination or the National Curriculum.

The Governing Body may waive all or part of the charges for the board and lodging element of a residential activity within school hours, where the parents of a student who would normally be liable but are receiving the benefits outlined under Residential Visits.

Remission may be made on the grounds of financial considerations with regard to both the pupil and the school needs.



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Remissions may be made on a group or an individual pupil basis.

Date to be reviewed: Summer Term 2027